



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND**  
**7 FENWICK ROAD**  
**FORT MONROE, VIRGINIA 23651-1049**

ATCM

18 January 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the 2005 United States Army Active Component and Reserve Component Drill Sergeants of the Year (DSOY) Competition (**CHANGE 1**)

1. Purpose. To prescribe procedures for selecting the DSOY for the Active and Reserve Components of the United States Army. The DSOY competition will be conducted at HQ, TRADOC, Fort Monroe, VA, 19-24 June 2005.

2. Participants.

a. Installations and U.S. Army Reserve (USAR) Training Divisions that conduct Initial Entry Training (IET), e.g., Basic Combat Training (BCT), One Station Unit Training (OSUT), or Advanced Individual Training (AIT) will nominate one Drill Sergeant (DS) to represent their installation or Training Division IAW TRADOC Regulation 350-16, Chapter 4, dated 20 September 2002. Nominees failing to meet the eligibility criteria of TRADOC Regulation 350-16, will be disqualified. Each installation/USAR will nominate a runner up. In the event their DSOY nominee cannot compete, the runner up will be present. Each nominee is required to have one sponsor. It is highly recommended by the TRADOC Command Sergeants Major (CSM) that each sponsor is the 2004 DSOY.

b. Installations that have a DS listed on their Table of Distribution and Allowance (TDA), but have assigned the DS to a distant location to perform DS duties, will ensure the DS is considered in the DSOY selection process at the installation that has proponency.

3. Nominee's packet must arrive not later than 20 May 2005. Send packet to: HQ TRADOC, OCSM, 7 Fenwick Rd, Bldg 37, Fort Monroe, VA 23651-1049. Each packet will be reviewed by all CSMs on the board although **no points will be awarded for the packet.**

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Each packet will be placed in a one-inch plain white binder and will only contain the following items with each item placed in a separate document protector:

- a. Table of contents.
  - b. One certified copy of the Enlisted Record Brief.
  - c. Biography one page typed using Microsoft Word. (See example at <http://dsoy.usaac.army.mil>) Scroll down to Drill Sergeant of the Year Information Page then click example biography.
  - d. One original copy of TRADOC Form 298-R completely filled out to include the complete unit address with zip code. (This form is also located on the web at the above address)
  - e. One DA photograph in Class A uniform.
  - f. DD Form 2266, Hometown News Release, completely filled out.
  - g. Ten color photographs of the nominee conducting DS duties (for example: executing the conditioning obstacle course or providing a pugil demonstration with another DS). Pictures should show the candidate in action. Digital photos are preferred (email to a representative listed in paragraph 9 of this memorandum), but hard copies size 3x5 or 4x6 are authorized. Photos will not be mounted or affixed to paper, framework, etc. Photos of all candidates will be shown at the competition dinner on 23 June 2005.
  - h. One DA Form 638 with blocks four through nine filled out with the competitor's current information only to include the complete unit address.
4. Installations/Training Divisions should hold their board prior to the end of April to allow maximum time for preparation. If an organization does not plan to participate in the competition they will notify HQ TRADOC, OCSM, using the POC information provided in paragraph 9 of this memorandum.

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5. Events. Each nominee will:

a. Take an Army Physical Fitness Test (APFT) and have weight/height screened. Candidates will also be taped if applicable. Those who exceed the body fat screening table will be disqualified from the DSOY competition in accordance with TRADOC Regulation 350-16, Chapter 4.

b. Be evaluated on selected performance tasks listed at Enclosure 1. The performance tasks are selected from basic core subjects taught and reinforced to all IET soldiers by Drill Sergeants, regardless of BCT, OSUT, or AIT assignment and can be found in TRADOC Pamphlet 600-4.

c. Appear before a board of CSMs.

d. Be provided a copy of the events for the week provided at enclosure 3.

**e. Be assigned a sponsor upon arrival to Fort Monroe. No competitor is authorized to bring a sponsor.**

**f. Arrive no earlier than Saturday, 18 June 2005.**

**g. Not be authorized a rental car. All transportation will be provided by Shuttle Buses (0800-1900) and detail drivers that will transport all competitors to and from the appointed places.**

6. Selection Procedures. Following the receipt of nominations at TRADOC HQs, a board will be conducted (composed of selected CSMs and the TRADOC CSM). The board will select a winner for both the Active and Reserve Components based on the following:

a. The nominee's performance on the APFT.

b. The nominee's performance on hands-on tasks selected from the list provided at enclosure 1.

c. The nominee's performance and ability to answer questions before a board of CSMs.

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d. A nominee will be terminated from the competition for those issues listed in TRADOC Regulation 350-16, Chapter 4-3 (5) a-d.

7. Uniform. Each nominee will bring with them the following uniforms: summer IPFU, BDUs with boots, LCE (pistol belt, two ammo pouches, 1 canteen w/cover, first aid pouch and no flashlight) campaign or bush hat, kevlar, ruck sack with frame, Class A uniform with long or short sleeve, all authorized awards and decorations (females will wear slacks), civilian casual attire (**males**: coat and tie **females**: dress or pants-suit). No unit or personal physical fitness uniforms are authorized during any scheduled events. The prescribed uniform for each event is listed at enclosure 2, paragraph 5.

8. Points of Contact for this memorandum are as follows:

a. SFC Maynard (AC DSOY) at DSN 680-5839, COM 757-788-5839, CELL 757-753-2001, EMAIL [jason.maynard2@us.army.mil](mailto:jason.maynard2@us.army.mil)

b. SFC Fowler (RC DSOY) at DSN 680-2390, COM 757-788-2390, CELL 757-277-6841, EMAIL [jennifer.r.fowler@us.army.mil](mailto:jennifer.r.fowler@us.army.mil)

c. MSG Cooks (OCSM) at DSN 680-4133, COM 757-788-4133 CELL 757-303-4592, EMAIL [teda.andreal.cooks@us.army.mil](mailto:teda.andreal.cooks@us.army.mil)

d. SSG Brownlee (OCSM) at DSN 680-2723, COM 757-788-2723, CELL 757-593-0719, EMAIL [shalena.brownlee@us.army.mil](mailto:shalena.brownlee@us.army.mil)

9. Use the above contact information to confirm receipt of this MOI or to address any questions or concerns pertaining to the 2005 DSOY Competition.

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10. Once again, congratulations on being selected to represent your organization.

FOR THE COMMANDER:

*//Original Signed//*

3 Encls

JOHN D. SPARKS

1. Performance and Hands-On

Command Sergeant Major, USA

2. General Information

3. Itinerary

DISTRIBUTION:

Commander,

U.S. Army Field Artillery Center and Fort Sill, ATTN: ATSF-K

U.S. Army Signal Center and Fort Gordon, ATTN: ATZH-TB

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ATZJ-PCC, ATZJ-C, ATSC-MT

U.S. Army Armor Center & Fort Knox, ATTN: ATZK-PT, ATZK-BA

U.S. Army Maneuver Support Center & Fort Leonard Wood,  
ATTN: ATZT-PT

U.S. Army Infantry Center & Fort Benning, ATTN: ATZB-IT,  
ATSH-TDB

U.S. Army Air Defense Artillery Center & Fort Bliss, ATTN:  
ATSA-TP

U.S. Army Transportation Center & Fort Eustis, ATTN: ATSP-CMT,  
ATSP-BD

U.S. Army Soldier Support Institute, ATTN: ATSG-CG

U.S. Army Combined Arms Support Center & Fort Lee, ATTN: ATZM

U.S. Army Medical Department Center & School,  
Fort Sam Houston, TX

U.S. Army John F. Kennedy Special Warfare Center and School,  
ATTN: AOJK-GP-C

U.S. Army Ordnance Center and School, ATTN: ATSL

80<sup>TH</sup> USAR DIVTNG Richmond VA, ATTN: AFRC-TVA-OP

95<sup>TH</sup> USAR DIVTNG Oklahoma City OK, ATTN: AFRC-TOK-OP

98<sup>TH</sup> USAR DIVTNG Rochester NY, ATTN: AFRC-TNY-OP

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100<sup>th</sup> USAR DIVTNG Louisville KY, ATTN: AFRC-TKY-OP

104<sup>th</sup> USAR DIVTNG Vancouver WA, ATTN: AFRC-TWA-OP

108<sup>th</sup> USAR DIVTNG Charlotte NC, ATTN: AFRC-TNC-OP

Commandant

U.S. Army Ordnance Missile & Munitions Center and School, ATTN: ATSK-BX, ATSQ-AP

## DSOY CANDIDATES' PERFORMANCE AND HANDS-ON TASKS

1. Board References. Subject areas with current changes that may be used by board members for questions are:

a. TRADOC Regulations:

350-6 (w/change 1&2) (15 Aug 03)

350-16 (20 Sep 02)

b. Army Regulations:

350-1 (09 Apr 03)

600-8-22 (25 Feb 95)

600-9 (10 Jun 87)

614-200 (section III, Chap 8) (30 Apr 03)

635-200 (01 Nov 00)

670-1 (05 Sep 03)

c. Field Manuals:

STP Manual (01 Oct 04)

7-0 (2003)

3-22.9 (2003)

3-21.5 (Jul 03)

d. TRADOC PAM: 600-4 (Apr 01)

e. The Drill Sergeant, NCO, and Soldier's Creeds, Army Support Organizations, the BCT POI, Drill Sergeant School Module Book, Warrior Tasks and Drills, and all Training Support Packages may also be included.

2. The performance tasks evaluated will be selected from the following list:

a. M16A2 Rifle

b. Land Navigation (competitors must know their pace count)

c. M18A1 Claymore Mine

d. AT4

e. First Aid

f. Hand Salute

g. The 30-inch Step from the Halt and the Halt

h. Rest Positions at the Halt

i. Sling Arms from Order Arms, Order Arms from Sling Arms, and Adjust Slings

j. Inspection Arms from Order Arms

## **DSOY CANDIDATES' PERFORMANCE AND HANDS-ON TASKS (pg 2)**

- k. Order Arms from Inspection Arms
- l. Changing Step While Marching
- m. Marching to the Rear
- n. Count Off, Stack Arms, and Take Arms
- o. Forming, Aligning, and Dismissing the Squad
- p. Rower
- q. Mountain Climber
- r. High Jumper

### **3. Grading.**

a. The APFT will be graded IAW FM 21-20 standards.

b. The performance and hands on tasks will be to the same standard as an IET soldier using the performance measures out of the IET handbook, TRADOC Pam 600-4.

c. When modules are selected, they will be graded the same as in Drill Sergeant School, with the exception of not being told to "Close out your method of instruction" or that "You are becoming ineffective." You will simply receive point deductions for missed pertinent points. The candidate will recite the module from steps one through three only once.

## GENERAL INFORMATION

### 1. Arrival to Fort Monroe.

a. All nominees and sponsors arrive and check-in to the Radisson Hotel Hampton NLT 1000 hours, 19 June 2005 to ensure sufficient preparation time for Competition Registration starting at 1200 hours. Summer IPFU is required for registration. The rooms will be available on 18 June 2005. You can contact the hotel at (757) 727-9700.

b. If arriving by air, arrive at the Newport News/Williamsburg or Norfolk International Airport. Airport Shuttle is available for approximately \$15.00 to \$40.00 per person. Save receipt for TDY reimbursement.

### 2. Billeting.

a. The Radisson Hotel Hampton, 700 Settlers Landing Rd, Hampton, VA 23669 can be contacted at (757) 727-9700. Room cost is \$101.00 per night. Claim the room tax as a separate reimbursable expense on your DD Form 1351-2 (TDY Voucher).

b. Hotel reservations can be made by calling 1-800-333-3333 (Ask for Hampton, Virginia) It is very important that you make your reservations no later than 12 May 2005. Inform the hotel that you will be attending the Drill Sergeant of the Year Competition when making your reservations. If anyone else from your installation plans to attend, ensure that they also make their reservation following the same guidance given. It is your responsibility to ensure that hotel reservations are made for nominees and sponsors NLT the above date. Reservations will not be made for you. If reservations are not made by the above date, due to other hotel functions, rooms may not be available and you may not be able to get the quoted price mentioned above.

c. The Radisson Hotel has a dining room, bar, and swimming pool. Your TDY orders should state that government quarters and mess are NOT available and include the Lodging Success Program Group non-availability number of 57130DS.

d. A shuttle bus will be set up to accommodate the competitors, sponsors, and spouses throughout the week. A schedule will be in your welcome packets once you arrive.

## GENERAL INFORMATION (pg 2)

e. Information on the Fort Monroe and Hampton Roads area can be obtained at web site [www.tradoc.army.mil/monroe](http://www.tradoc.army.mil/monroe) and [www.hamptonroads.com](http://www.hamptonroads.com).

3. Dinner Fee. A dinner fee will be collected during registration. The price of the dinner is not yet determined. You will be able to pay in cash or by check payable to TRADOC Protocol. A receipt will be issued for all funds. The dinner, held on 23 June 2005, is mandatory for all candidates and sponsors.

4. Ceremony.

a. The 2005 Drill Sergeant of the Year will be announced at the Drill Sergeant of the Year ceremony on Fort Monroe, 24 June 2005 at Continental Park, Fort Monroe, VA.

b. The uniform for the ceremony is Class A with short sleeve shirt, Campaign Hat/Bush Hat and all authorized awards and decorations unless a weather decision is made. In this case, the uniform will be Class B with all authorized awards and decorations and Campaign Hat.

c. The 2005 DSOYs will be honored at HQ, Department of the Army, at a later date to receive the Stephen Ailes and Ralph E. Haines Awards.

5. Uniforms Needed. The below listed uniforms will be needed for the week of events:

a. Class A and B uniform with all awards and decorations. No skirt required.

b. Army physical fitness uniform with running shoes (IPFU). No unit or personal physical fitness are authorized for the APFT, weigh-in, bodyfat taping or the DSOY Run.

c. BDU, combat boots, Pistol Belt and Campaign Hat/Bush Hat, LCE (one canteen w/cover, one 1<sup>st</sup> aid pouch, two ammo pouches and no flashlight, Kevlar and Ruck Sack with frame.

GENERAL INFORMATION (pg 3)

d. Civilian attire (slacks and open collar shirt/ dress or pantsuit) no tennis shoes, jeans or shorts for Icebreaker on 19 Jun 05, 1830 hrs.

e. Civilian attire (coat and tie/dress or pantsuit) for the dinner on 23 June 2005, 1700 hrs.

6. Guest Information.

a. If your spouse/guest plan to attend, you must contact SFC Fowler, 2004 Drill Sergeant of the Year, prior to departure from your home station. Each person attending the dinner on 23 June 2005 will be required to pay the same charge. The charge for the dinner will be determined at a later date.

b. Notify this office with a by-name roster of all persons attending NLT 12 May 2005 using the information in paragraph 2 of the memorandum.

7. Departure.

a. Departure may take place any time after 1500 hours, 24 June 2005. Allow 2 hours for travel to the airport.

b. The DSOY winners will stay an additional night at the same room rate to fulfill requirements. The winners will be conducting interviews and fulfilling administrative requirements immediately following the ceremony. The winners will also attend a dinner hosted by the 2004 AC/RC DSOYs. They may depart anytime on 25 June 2005.

8. Points of Contact for this memorandum are SFC Maynard (AC DSOY) at DSN 680-5839, COM 757-788-5839, CELL 757-753-2001, EMAIL [jason.maynard1@us.army.mil](mailto:jason.maynard1@us.army.mil) and SFC Fowler (RC DSOY) at DSN 680-2390, COM 757-788-2390, CELL 757-277-6841, EMAIL [jennifer.r.fowler@us.army.mil](mailto:jennifer.r.fowler@us.army.mil).

**Itinerary for Drill Sergeant of the Year Selection 2005**  
**as of: 21 January 2005**

**Dates:** 19-24 June 2005

**Project Officer:** SFC Jason Maynard, 2004 TRADOC Drill Sergeant of the Year-AC and SFC Jennifer Fowler, 2004 TRADOC Drill Sergeant of the Year-RC

**Uniform:** As stated below

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**Sunday, 19 June 2005**

<b><u>TIME</u></b>	<b><u>EVENT</u></b>	<b><u>REMARKS</u></b>
1200-1400	Registration/ Weigh in	Radisson Hotel  Summer IPFU
1600-1700	In-brief/CSM/PAO/SAFETY DSOY	Radisson Hotel Summer IPFU
1830-2000	Icebreaker	Radisson Hotel Civilian Casual

**Monday, 20 June 2005**

0600-0615	Accountability Formation	SFC Fowler
0615-0700	E/R Fort Monroe	Driver
0700-0930	APFT	Continental Park Summer IPFU
0930-1200	E/R Radisson Hotel/ Lunch	Driver
1200-1215	E/R to Fort Monroe CCR	Driver
1230-1400	Surprise Task (CSM) All Drill Sergeants	Conference Room RC -Class B's (no tie), AC-BDUs/ Hat/pistol belt

Encl 3

**Itinerary for Drill Sergeant of the Year Selection 2005**  
**as of: 21 January 2005**

**Monday, 20 June 2005 (Cont.)**

<b><u>TIME</u></b>	<b><u>EVENT</u></b>	<b><u>REMARKS</u></b>
1430-UTC	Board Convenes for Reserve Component Drill Sergeants	Conference Room Class A Uniform
1430-UTC	Module Event for Active Drill Sergeants	Post Gym BDUs/Campaign/Bush Hat/pistol belt

**Tuesday, 21 Jun 05**

0700-1150	Board Convenes for Active Drill Sergeants	Conference Room Class A Uniform
1150-1250	Lunch	As desired
1300-UTC	Board Reconvenes for Active Drill Sergeants	Radisson Class A Uniform
0800-UTC	Module Event for Reserve Component Drill Sergeants	Post Gym BDUs w/Campaign/ Bush Hat/pistol Belt

**Wednesday, 22 June 2005**

0415-0430	Formation/Account	SFC Maynard
0430-0500	E/R Ft Monroe	Driver/Armorer Weapons Draw
0500-0545	E/R Fort Eustis Land Nav Course	Driver

**Itinerary for Drill Sergeant of the Year Selection 2005**  
**as of: 21 January 2005**

**Wednesday, 22 June 2005 (Cont.)**

<b><u>TIME</u></b>	<b><u>EVENT</u></b>	<b><u>REMARKS</u></b>
0545-0615	Breakfast	Fort Eustis/ Self-Made Brownbag
0630-0900	Land Nav/Hands-on tasks	Fort Eustis LCE/Kevlar BDUs
0900-1200	M16/Zero Qualification Range	Fort Eustis LCE/Kevlar BDUs
1200-1300	Lunch	Fort Eustis/ Self-Made Brownbag
1300-1400	Weapons Cleaning	Fort Eustis
1430-1515	E/R Ft Monroe	Driver
1530-1600	Weapons turn-in	Fort Monroe

**Thursday, 23 June 2005**

0500-0515	Accountability Formation	SFC Fowler
0515-0600	E/R Fort Monroe	Driver
0600-0700	DSOY Run	Continental Park Summer IPFU/DSOY T-Shirt W/Sponsors
0700-0730	E/R Radisson Hotel	Driver
0730-0900	Personal Hygiene	Radisson Breakfast

Itinerary for Drill Sergeant of the Year Selection 2005  
as of: 21 January 2005

Thursday, 23 June 2005 (Cont.)

<u>TIME</u>	<u>EVENT</u>	<u>REMARKS</u>
0900-0915	E/R Fort Monroe/ Post Theater	Driver
0915-1000	Ceremony Rehearsal/ Review	Continental Park* BDU w/Campaign/ Bush Hat/pistol Belt
1015-1115	Ceremony Rehearsal Indoors	Post Theater Fort Monroe
1115-1200	Forum w/CSM Sparks After Action Review	Post Theater Fort Monroe
1200-1300	E/R Radisson Hotel/ Lunch	Driver
1300-1315	E/R Fort Monroe/ Bldg 82	Driver
1315-1430	Weapons Cleaning	HHC Arms room
1430-1445	E/R to Radisson Hotel	Driver
1445-1600	Open	Prepare for Dinner
1600-1700	Social	Radisson Hotel Dinner Attire (coat & tie/dress or pantsuit)
1700-1900	Dinner	Radisson Hotel
1900-1930	E/R to Continental Park	Driver

**Itinerary for Drill Sergeant of the Year Selection 2005**  
**as of: 21 January 2005**

**Thursday, 23 June 2005 (Cont.)**

1930-2100	Music Under the Stars Presentation	Continental Park
2100-2130	E/R to Radisson Hotel	Driver

**Friday, 24 June 2005**

0550-0600	Accountability Formation	SFC Maynard
0600-0620	E/R Continental Park	Driver
0630-0715	Ceremony Rehearsal	Continental Park * Class A w/Campaign Bush Hat
0730-0745	Break	
0730-0745	Prep for Announcement/ Award Ceremony	Continental Park * Class A w/Campaign Bush Hat
0745-0800	Ceremony Formation	Continental Park *
0800-0900	Announcement/Award Ceremony	Continental Park * Class A w/Campaign Bush Hat
0915-0930	Group Photo w/ GEN Byrnes and CSM Sparks	Chamberlin Hotel Steps
1000-	Depart to Home Station 2005 DSOYs to Fulfill Requirements Bus back to Radisson Hotel	

**\*Inclement weather plan for DSOY ceremony is the Post Theater  
and group photo in Post Theater**